

Posting Addenda to the Internet



NC Division of Purchase and Contract
Interactive Purchasing System (IPS)
Posting Addenda to the Internet

Posting Addenda to the Internet



State of North Carolina
Interactive Purchasing System

Login Screen

Please enter your User Id and Password to login
to the Purchase and Contract system

User Id:	<input type="text"/>
Password:	<input type="password"/>

Submit

Open your internet browser & go to:
<https://www.ips.state.nc.us/ips/agency/logon.asp>
Enter your user ID & password & click the submit button

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☐ Choose Location

Search for Registered Vendor

Post Bid

Post Design/Construction

Post Addenda

Bids Under Review

Search for Bids

Enter Price Match Award

Search for Price Match Award

Create Report/Excel Spreadsheet

Enter Bid Number:

Retrieve Bid

Click on the POST ADDENDA option.

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☐ Choose Location

- Search for Registered Vendor
- Post Bid
- Post Design/Construction
- Post Addenda
- Bids Under Review
- Search for Bids
- Enter Price Match Award
- Search for Price Match Award
- Create Report/Excel Spreadsheet

Enter Bid Number: 75-20102013

Retrieve Bid

Enter your bid number & click on the RETRIEVE BID button

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Choose Location

Search for Registered Vendor
Post Bid
Post Design/Construction
Post Addenda
Bids Under Review
Search for Bids
Enter Price Match Award
Search for Price Match Award
Create Report/Excel Spreadsheet

Bid Number 75-20102013
Addendum Number: 1
Description: Apples
Addendum Description: Change Bid Opening Date
Date Issued: 09/04/2013
Bid Opening Date (mm/dd/yyyy): 10/28/2013
Bid Opening Time (hh:mm): 2:00
Category List: Food (Related)
Commodity: 390 - Foods: Perishable
Mandatory Conference/Site Visit (mm/dd/yyyy):
Special Instructions:
Date Bid Cancelled (mm/dd/yyyy):
Next-> Cancel

The bid information screen will now appear. Type in the Addendum Description. When changing the bid opening date, make sure to physically change the bid opening date in the Bid Opening Date (mm/dd/yyyy) field.

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NOTE: If a button labeled "Browse..." does not appear, then your browser does not support File Upload. Only documents with an extension of PDF should be selected for File Upload.

Document location/file name:

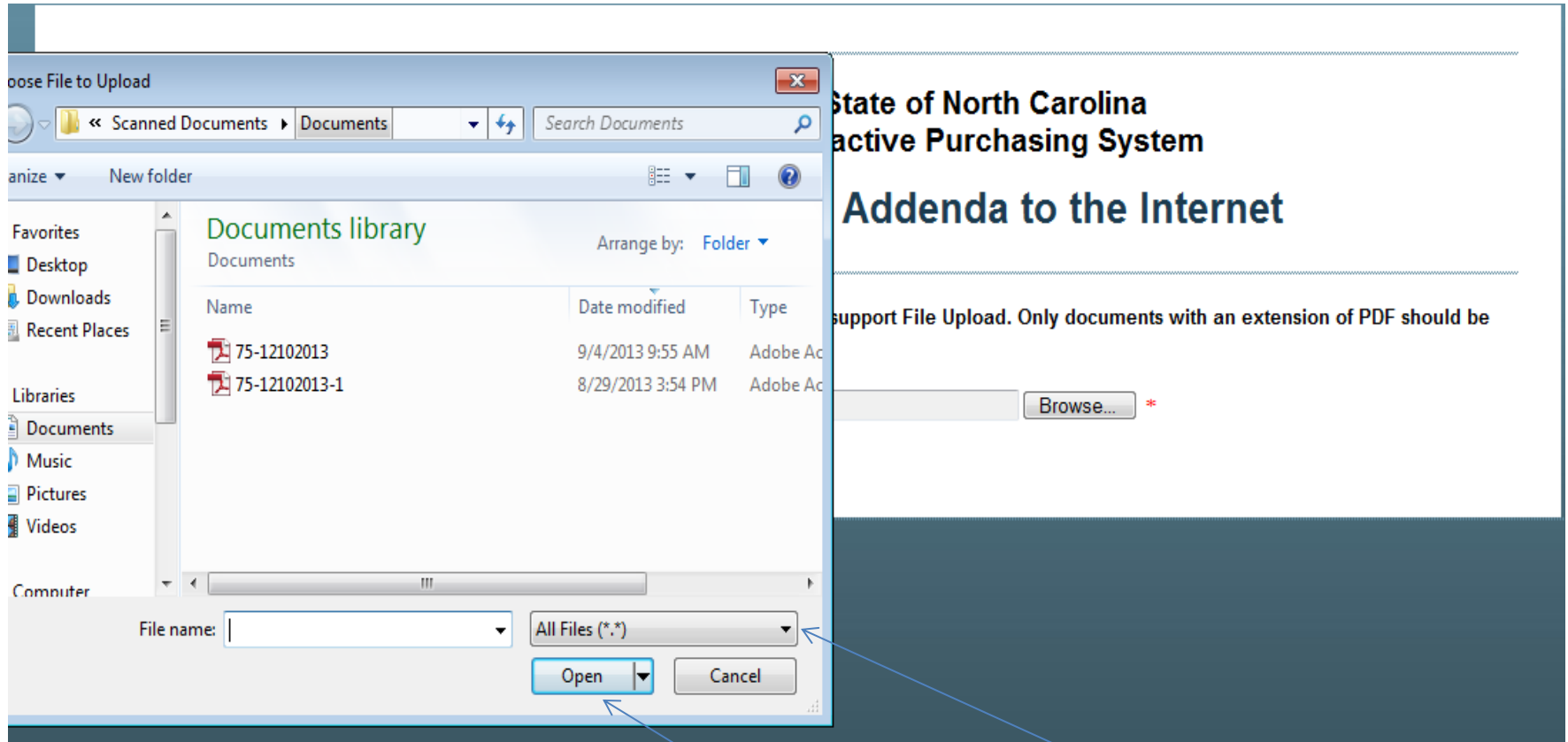
Browse...

Next-->

Cancel

Click on the Browse button to upload your PDF addendum.

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To locate your PDF document, change the file types to All Files and select the location of your PDF document. Click once on the file name & click on the Open button.

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NOTE: If a button labeled "Browse..." does not appear, then your browser does not support File Upload. Only documents with an extension of PDF should be selected for File Upload.

Document location/file name:

C:\Users\kmdaniels-jackson\Documents\Scanned Document

Your document location appears in the box. Click on the Next button.

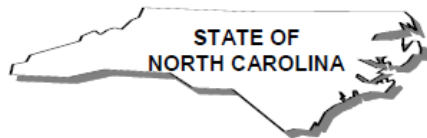
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Please verify this document is bid number 75-20102013

It is the responsibility of the purchaser to verify that the bid document in pdf format is correct.

If the correct bid document is not displayed, you must select DELETE EVERYTHING AND START OVER on the next page.

Next-->



**DEPARTMENT OF ADMINISTRATION
DIVISION OF PURCHASE AND CONTRACT
1305 MAIL SERVICE CENTER
RALEIGH, NC 27699-1305**

IMPORTANT BID ADDENDUM

October 9, 2013

THIS BID ADDENDUM DOES NOT HAVE TO BE RETURNED:

BID Number: **75-20102013**
ADDENDUM Number: **01**
PURCHASER: **Kim Daniels-Jackson**

COMMODITY **Apples**
USING AGENCY: **P & C**
OPENING DATE/TIME: **October 28, 2013**

INSTRUCTIONS:

1. Please make the following change(s) in the bid referenced above:

Verify the bid document you uploaded corresponds with the bid number you are posting and that the bid looks desirable. Click the Next button.



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Interactive Purchasing System

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INSTRUCTIONS

Review the information below, select the appropriate action and press the submit key.

Bid Number	Description	Category	Commodity Class	Date Issued	Opening Date	Opening Time
75-20102013	Apples	Food (Related)	390 - Foods: Perishable	10/09/2013	10/28/2013	2:00 PM ET
75-20102013-1	Addendum 1 --- Change Bid Opening Date.					

Determine the action to select:

- ☒ Post to the Internet - All information is correct
- ☐ Make corrections - Incorrect field (such as category, open date, etc.)
- ☐ Cancel all changes

Submit

If everything looks ok, click on POST TO THE INTERNET – ALL INFORMATION IS CORRECT and click on the SUBMIT button. If you need to change any information listed in the tables shown above, click on MAKE CORRECTIONS – INCORRECT FIELD (SUCH AS CATEGORY, OPEN DATE, ETC.) and click on the SUBMIT button. If something is wrong with your document and you do not want to post it, click on DELETE EVERYTHING AND START OVER – THE WRONG BID DOCUMENT HAS BEEN CHOSEN OR OTHER MAJOR PROBLEMS and click on the SUBMIT button.

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Tips	IPS Public Menu	VendorLink NC Home	Vendor Registration	Change Vendor Information	Search for Registered Vendors	HUB Certification/ SWUC Program	Update HUB Information/ HUB Recertification	P & C Home
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**State of North Carolina
VendorLink System**

**Vendor Link
NC Public Menu**

Welcome to Vendor Link NC. Listed below are definitions of each of the menu items above.

Tips for Vendor Registration & HUB Certification Process

Learn about the Vendor Registration process, choosing a User ID and Password, how to navigate through the menu system and much more.

IPS Public Menu

Access the Interactive Purchasing System to search for bids by category, department, open dates or bid number.

Vendor Registration

Register your business in the Vendor on-line registry and request HUB certification.

Now go to the public menu to make sure your bid addendum is posted.